

2 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report

1. Carpet was installed in all classrooms this week. The rooms are now complete, with the exception of the new furniture which is still on order. With the laying of the carpet the acoustical integrity of each classroom is assured. I am convinced that as of this week there is no classroom better suited to language teaching than those in which Language School classes are conducted.

25X1A9a

2. [REDACTED] visited the Center for Applied Linguistics this week at the invitation of Mr. Irwin Feigenbaum, who toured our facilities at the Interagency Roundtable meeting held here earlier in the month. Since we are about to start another PAI grammar module, we checked the Center's file on programmed language teaching material to see if there was anything of value. Despite the widespread interest in applications of programming to language teaching, their files show that there are still relatively few published materials that are really useful for us.

3. The LS staff met for three hours on Wednesday to continue the discussion of School objectives for the rest of CY 71. As at [REDACTED] the session was lively and productive. 25X1A6a

25X1A9a

4. On Wednesday, 31 March, we invited a representative of the Retirement Division, Miss [REDACTED] to discuss with certain of our contract employees the conversion of time paid into Social Security to the Civil Service Retirement system. About 15 Language School employees attended. The change in legislation will permit some of our people to obtain a decent retirement income. One of the interesting features of the new law is that those who benefit will also be credited with good Social Security time for the period of time covered. In view of the interest displayed in the subject, we invited Miss [REDACTED] to return later in April to discuss in more general terms the Civil Retirement System; i.e. how to compute annuities, and to answer general questions. 25X1A9a



~~SECRET~~

25X1A9a

5. Our review of LS administrative practices has turned up several areas in which changes are needed, including some of the forms we use. [REDACTED] has revised several of our ad hoc internal forms and - to make our administrative procedures a little more professional - those which we use regularly will be sent to the printers.

6. Language School Statistics:

Students and Classes as of the week of 22 - 26 March 1971:

<u>Students</u>	<u>Classes</u>
Full-time - 106	Full-time - 39
Part-time - <u>182</u> (50 BAHLT)	Part-time - <u>57</u> (8 BAHLT)
(71 Hqs.)	(13 Hqs.)
TOTAL.....288	TOTAL.....96

Laboratory hours for the week of 22 - 26 March 1971:

Language School - 227
Headquarters - 63

There were 24 proficiency tests given during the week of 22 - 26 March 1971.

25X1A9a

[REDACTED]
Acting Chief, Language School

~~SECRET~~